

GENERAL INFORMATION SYSTEM
DIVISION: Employment & Transitional Supports

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TO: Commissioners; TA & FS Directors; WMS Coordinators; CAP/TOP Coordinators; HEAP Coordinators; Finance Directors

FROM: Russell Sykes, Deputy Commissioner, Division of Employment & Transitional Supports

SUBJECT: Interim Assistance Reimbursement (IAR) for More than One Social Services District

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau @ 1-800-343-8859, ext. 4-9344

The purpose of this General Information System communication is to remind Social Services Districts (SSDs) of the correct procedures for processing Interim Assistance Reimbursement (IAR) for initial direct or installment Supplemental Security Income (SSI) payments when more than one SSD provided assistance during the interim assistance (IA) period. This information was originally communicated to SSDs via 93 INF-12 "Interim Assistance Reimbursement (IAR) for More than One Social Services District".

If more than one SSD provided IA during the IA period, the Social Security Administration (SSA) must send the IAR to the first SSD that has a valid IAR authorization on its computer file. The SSD that receives the initial SSI check for a direct SSI payment, or the SSA accounting form SSA-L8125-F6 "IAR Payment Pending Case State Due Payment" for an installment SSI payment, must review the SSI eligibility period to determine if the SSI recipient was eligible to receive SSI benefits prior to, or beyond, the time the district provided IA. If so, the SSD must review WMS inquiry to determine if any other SSD is entitled to IAR.

For example, if an SSD received an SSA- L8125- F6 for a TA recipient who lived in their county and received SNA benefits for two months but the initial SSI payment is for 12 months, the SSD must review WMS to determine if any other SSD issued IA to the recipient during the SSI eligibility period.

If it is determined that another SSD is entitled to receive IAR, the district that receives the initial SSI check or SSA-L8125-F6 must contact the other SSD(s) to instruct them to complete all of the following:

1. Determine the recipient's IA period.
2. Calculate the IAR amount for the time period the recipient resided in their county.
3. Provide the IAR calculations to the requesting district in enough time for the requesting district to meet required processing time frames. If the initial SSI payment is a direct payment, the requesting district must complete the IAR calculations and disburse any balance to the TA recipient within 10 working days of receiving the SSI check. If the initial SSI payment is an installment payment, the requesting district must complete and fax a SSA L8125-F6 to the SSA Field Office (FO) within 10 working days of receiving the SSA L8125-F6 from the SSA FO. If

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the SSD fails to fax the SSA-L8125-F6 within 10 working days to the SSA FO, the SSA FO will send a second request to the SSD. The SSD must then fax the completed form to the SSA FO within 15 working days of receiving the second request. If the SSD fails to provide SSA with the completed form within the final 15 working days, the SSD will not receive IAR for this recipient.

Note: SSD(s) will not receive IAR if they do not provide the above required information within the required processing time frames.

When the first SSD receives the required information from the other SSD(s), the first SSD must in the time prescribed:

1. Calculate the total amount of IA the TA recipient received from all SSD(s) during the IA period.
2. Calculate the amount of IAR each SSD is to receive.
3. Complete the SSA accounting form SSA-L8125 (the primary form the SSA sends to the SSD when a SSI recipient is eligible to receive a SSI direct payment) or the SSA-L8125-F6. When completing either of these forms the total IAR due to all SSD(s) must be listed on the form.
4. Forward any SSI direct payment balance, if any, to the recipient.
5. Complete the SSA accounting form SSA-L8125-F6 "IAR Payment Pending Case State Due Payment" for an installment SSI payment and fax the SSA L8125-F6 to the SSA field office.
6. Disburse the IAR received by the SSA to all SSD(s) that are due IAR by sending a check in the amount each district is due with a copy of a completed DSS-2425 (Upstate) "Repayment of Interim Assistance Notice" or NYC equivalent the W124HH.
7. Complete and send one DSS-2425 or NYC W124HH to the TA recipient designating how the SSD calculated IAR and how IAR was calculated for any other SSD receiving IAR.

Note: Each SSD is responsible to include any IAR amounts received from another district in its calculations when completing the OTDA-3073 "Transmittal of SSA-8125s". The OTDA-3073 is a mandated form that SSDs must complete monthly and send to this Office timely. The purpose of this form is to collect required data listed in the IAR agreement this Office has with the SSA. Each SSD must attach a copy of the DSS-2425 or NYC W128HH to the OTDA-3073.